

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

The Office, Imaging and Document Solution

FSC Group: 36

Contract Number: GS-25F-0004P

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract Period: October 14, 2003 – October 13, 2013



**InfoEdge Technology, Inc.
d/b/a IE Discovery, Inc.
13640 Briarwood Drive, Suite 250
Austin, TX 78729
Telephone: (512) 498-7400
Fax: (512) 498-7444
www.iediscovery.com**

Business Size/Status: Small

Prices shown herein are NET (discount deducted).

Pricelist current through modification #PO-0006 dated April 17, 2009



Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

- 51-501 Needs Assessment and Analysis Services (NAAS)
- 51-504 Records Management Services (RMS)
- 51-508 Litigation Support Services (LSS)

(Please refer to [Page #4](#) for a more detailed description)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #9](#)

1c. Labor Category Descriptions: Not Applicable

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Texas, District of Columbia, Maryland and Virginia

5. Points of Production: InfoEdge Technology, Inc.
P.O. Box 952
Houston, TX 77001-0952

InfoEdge Technology, Inc.
13640 Briarwood Drive, Suite 250
Austin, TX 78729

IE Discovery Inc.
5816 Corporate Avenue, Suite 140
Cypress, CA 90630

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: InfoEdge Technology, Inc.
13640 Briarwood Drive, Suite 250
Austin, TX 78729

- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: InfoEdge Technology, Inc.
Attn: Accounts Receivable/William Detamore, Jr.
13640 Briarwood Drive, Suite 250
Austin, TX 78729
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Above micro-purchase level as negotiated with the Ordering Activity.
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 800497562
26. InfoEdge Technology, Inc. d/b/a IE Discovery, Inc. *is* registered in the Central Contractor Registration (CCR) database.

CONTRACTOR INFORMATION

InfoEdge Technology has over a decade of experience providing a uniquely comprehensive set of information management products and services designed for entities with large document collections. By assisting in the design and construction of on-line document repositories – archives composed of digitally imaged hard-copy documents, as well as electronic data such as e-mail and word processing documents – we improve the productivity of the client's knowledge workers.

Our secure, on-line document repository application, InfoDox™, provides our clients with the ability to quickly search and retrieve any document in the collection, from any computer connected to the Internet, at any time. An InfoDox document repository improves collaboration by allowing our clients to share a single "virtual" copy of any document with colleagues in a secure, high-performance environment.

The InfoEdge team is composed of seasoned industry specialists and technologists with expertise in document organization, document imaging, electronic data manipulation and data conversion, database design and administration, application development and training.

For legal professionals, we provide full-service document processing and end-to-end litigation support, from the acquisition, processing, review and Web hosting of evidentiary documents, to legal research and trial support.

InfoEdge is based in Austin, Texas, with offices in Houston, California and Washington D.C.

Please visit our Web site for more information at <http://www.iediscovery.com>.

CONTRACT OVERVIEW

GSA awarded InfoEdge Technology, Inc. d/b/a IE Discovery, Inc. a GSA Federal Supply Schedule contract for The Office, Imaging and Document Solution Contract Number GS-25F-0004P. InfoEdge's base period has concluded and GSA has exercised option period one from October 14, 2008 – October 13, 2013 with two additional five-year option periods remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

William Detamore
InfoEdge Technology, Inc. d/b/a IE Discovery, Inc.
13640 Briarwood Drive, Suite 250
Austin, TX 78729
Telephone Number: (512) 832-7447
Fax Number: (512) 832-0302
Email: bdetamore@iediscovery.com

MARKETING AND TECHNICAL POINT OF CONTACT

Gail Parks
InfoEdge Technology, Inc. d/b/a IE Discovery, Inc.
1101 Wilson Blvd., Suite 1450
Arlington, VA 22209
Telephone Number: (703) 527-2700
Fax Number: (703) 527-2785
Email: gparks@iediscovery.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solution services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. InfoEdge Technology, Inc. d/b/a IE Discovery, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 51-501 Needs Assessment and Analysis Services (NAAS)
- 51-504 Records Management Services (RMS)
- 51-508 Litigation Support Services (LSS)

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

51-501 Needs Assessment and Analysis Services (NAAS)

Needs assessment and analysis services provide professional support in analyzing and developing customer's requirements. Based on the customer's overall objectives, the contractor conducts a comprehensive need assessment and analysis of the customer's current and required capabilities. Based on the assessment and analysis, the contractor develops and provides detailed recommendations in meeting the customer's objectives (e.g., required platforms, operating systems, user interfaces, network support, application software, equipment requirements, specific equipment including application software meeting the requirements, quantity and location of the required equipment and software, maintenance of the required equipment and software, consumable supplies and replacement items, training, and required processes, procedures, and controls. In addition, the contractor provides recommendations for acquiring a wide spectrum of equipment offered herein (e.g., document management systems, digital cameras, photographic equipment, laboratory imaging systems, mailroom machines and mailmobile delivery systems binding equipment) and services (e.g., purchases, lease (e.g., LTOP and Operating), rentals, conversion of rentals to purchase, leasing, cost-per-copy, flat-rate monthly fee, document production outsourcing, document conversion, educational and training, destruction, litigation), a milestone schedule for acquiring and deploying the recommended equipment including the required training, and the projected costs. Operational management support services are typically used to effectively implement the recommendations contained in a needs assessment and analysis report. NOTE 1: Needs assessment and analysis services are usually employed for complex systems/equipment for which the customer needs professional assistance in acquiring a clearer and more comprehensive understanding of the total requirements (e.g., laboratory imaging system, mailmobile systems, copiers and/or duplicators having multiple and/or unique operational and maintenance requirements which are located in diverse locations), the schedule requirements, and projected risks and costs. NOTE 2: When the contractor conducts a limited review and provides recommendations (i.e., similar to what is normally provided at no cost to commercial and/or government potential customers), then the extensive needs assessment and analysis services available under this SIN would not normally be employed.

NOTE: NAAS provides for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services. THIS SIN MAY INCLUDE ASSESSMENT SERVICES FOR COMPLIANCE WITH THE REQUIREMENTS OF SECTION 508 OF THE REHABILITATION ACT, WHICH IS AN INITIATIVE TO ENSURE THE ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY TO INDIVIDUALS WITH DISABILITIES AND MAY ALSO INCLUDE SPECIAL SECURITY REQUIREMENTS TO MEET AGENCY'S NEEDS.

Note: Survey instruments may be offered in conjunction with consultation services. However, surveying services are covered under the MOBIS schedule.

51 504 Records Management Services

Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. File Organization and Maintenance Services – Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. Storage Services – (Generally preparation of files for pick-up, storage and retrieval of records. Storage Facilities must conform to NARA standards)

51 508 Litigation Support Services (LSS)

Provides professional and nonprofessional services support in the area of managing legal documents. These types of Support Services include but are not limited to (e.g., document preparations, organizing, copying materials, files, coding and, scanning. Indexing, database development, document analysis, software and systems support.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that InfoEdge Technology, Inc. d/b/a IE Discovery, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solution services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

RATES FOR SERVICES

ITEM	UNIT	Texas GSA Price	DC Metro GSA Price
Discovery Processing Services – Hard-Copy Processing			
Physical Bates labeling	page	\$0.0903	\$0.1302
Hard-copy document imaging, OCR – Condition / Type 1 ^{A, B}	page	\$0.3010	\$0.4341
Hard-copy document imaging, OCR – Condition / Type 2 ^{A, B}	page	\$0.4515	\$0.6511
Hard-copy document imaging, OCR with Content Unitization – Condition / Type 1 ^{A, C}	page	\$0.4515	\$0.6511
Hard-copy document imaging, OCR with Content Unitization – Condition / Type 2 ^{A, C}	page	\$0.6020	\$0.8682
Electronic Bates numbering ^D	page	\$0.0218	\$0.0258
OCR ^E	page	\$0.0545	\$0.0644
Discovery Processing Services – Electronic Processing			
Inventory and De-duplication ^F	Unpacked GB	\$272.32	\$320.00
Text and Metadata Extraction ^F	Unpacked GB	\$816.96	\$970.00
Electronic File Conversion ^{F-H}	Unpacked GB	\$1,452.19	\$1,665.51
Discovery Review Services – Document Coding / Indexing			
Object Coding: Standard fields from document images	document (\$5,000 per job min.)	\$2.3329	\$3.3642
Object Coding: Abbreviated fields from document images	document (\$5,000 per job min.)	\$0.9783	\$1.4108
Object Coding: Other names mentioned ^I	page	\$0.3763	\$0.5426
Discovery Review Services – AutoReview and AutoPrioritize			
Consultation, Set-up, and Testing of AutoReview and AutoPrioritize Criteria	Hour	\$156.16	\$201.50
AutoReview and AutoPrioritize Processing ^J	GB	\$50.38	\$60.45
Discovery Review Services – Relevancy / Privilege Review			
Relevancy and Privilege Review of Documents through InfoDox TM platform ^K	Hour (\$5,000 per job min.)	\$95.71	\$120.90
Issue Coding Review of Images and/or Native Files through InfoDox TM platform ^L	Hour (\$5,000 per job min.)	\$95.71	\$120.90
Discovery Production Services – Document Production and Delivery Services			
Batch Printing of Document Images at InfoEdge Facility ^M	Page (\$80 per job minimum)	\$0.1204	\$0.1736
Stapling of Batch Printed Documents	document	\$0.0301	\$0.0434
Electronic Production of Document Images from InfoDox ^N	Page (\$250 per job min.)	\$0.0151	\$0.0217
Electronic Production of Native Files from InfoDox ^O	GB (\$250 per job min.)	\$752.55	\$1,085.24

ITEM	UNIT	Texas GSA Price	DC Metro GSA Price
Load File for Concordance or Summation	Load file plus DVD/CD duplication fees	\$251.88	\$324.42
DVD/CD Mastering and Duplication	DVD/CD	\$25.19	\$25.19
DVD/CD Duplicate at later time	DVD/CD plus \$25 setup fee	\$25.19	\$25.19
Hard Drive Mastering and Duplication	Hard Drive	\$151.13	\$151.13
Discovery Platform Services – InfoDox™ Set-up and Loading Services			
Initial Database Set-up	Database	\$1,511.25	\$1,946.49
Data Loading: Load fee per GB ^P	GB (\$750 per job min.)	\$251.88	\$322.40
Application Changes: CPC View	One-time per workstation	\$30.17	\$30.17
Archival Fee per GB	GB (\$1,000 per job min.)	\$503.75	\$648.83
Discovery Platform Services – InfoDox™ Monthly Hosting Services^Q			
Flat Fee – Includes 30 individual users and 4GB hosted	monthly	\$2,543.94	\$2,543.94
Additional User Fee	Monthly per user over 30	\$50.38	\$50.38
Additional GB Fee	Monthly per GB over 4	\$125.94	\$125.94
Monthly Archive Storage Fee	Monthly per GB	\$25.19	\$25.19
Discovery Platform Services – InfoDox™ Training			
On-site InfoDox Training	Session	\$1,511.25	\$1,511.25
Web Conference Training Flat Fee	Session	\$755.63	\$755.63
Additional Web Conference Fee	Connection	\$80.60	\$80.60
Discovery Platform Services – InfoDox™ Technical Support			
Telephone technical/user support for InfoDox - Billed as used in minimum 6 minute increments.	hour	\$156.16	\$201.14
Labor Services			
Senior Director	hour	\$251.88	\$322.40
Director	hour	\$201.50	\$261.95
Project Manager II	hour	\$176.31	\$231.73
Project Manager I	hour	\$156.16	\$201.50
Account Manager	hour	\$166.24	\$211.58
Assistant Project Manager	hour	\$125.94	\$161.20
Department Manager II	hour	\$125.94	\$161.20
Department Manager I	hour	\$85.64	\$110.83
Department Supervisor II	hour	\$75.56	\$100.75

ITEM	UNIT	Texas GSA Price	DC Metro GSA Price
Department Associate II	hour	\$65.49	\$80.60
Department Associate I	hour	\$45.00	\$60.00
Legal Associate IV	hour	\$141.05	\$181.35
Legal Associate III	hour	\$110.83	\$141.05
Legal Associate II	hour	\$90.68	\$120.90
Legal Associate I	hour	\$70.53	\$90.68
Investigator	hour	\$115.86	\$151.13
Programmer IV	hour	\$156.16	\$201.50
Programmer III	hour	\$141.05	\$181.35
Programmer II	hour	\$125.94	\$161.20
Programmer I	hour	\$90.68	\$120.90
Systems Analyst IV	hour	\$156.16	\$201.50
Systems Analyst III	hour	\$141.05	\$181.35
Systems Analyst II	hour	\$125.94	\$161.20
Systems Analyst I	hour	\$90.68	\$120.90
Document Custodian	hour	\$92.06	\$120.90
Data Processing Supervisor II	hour	\$70.53	\$90.68
Data Processing Supervisor I	hour	\$55.41	\$70.52
Data Processing Technician II	hour	\$43.57	\$50.00
Data Processing Technician I	hour	\$45.15	\$67.41

Pricing Notes (referenced to line numbers above):

	General note - any service that is not covered specifically under a <i>Discovery Services</i> subsection is covered under <i>Labor Services</i> .
	General note - all prices shown are exclusive of any sales and use taxes which will be added where appropriate.
	General note - all prices are subject to change without notice unless otherwise specified in a valid proposal.
	In connection with delivery of services, shipping charges may be incurred and will be negotiated with the ordering agency.
A	Electronic Bates Numbering of images scanned by IED or made available to IED in a format exactly as specified. Hard-copy document preparation / reassembly includes box number, box name captured and made available for database output; folders are Bates labeled; folder number and folder name are captured for database output. <i>Condition/Type 2 - Special handling includes Post-it Notes, any paper sizes other than 8.5 x 11 or 8.5 x 14, any paper in poor condition or torn, or any pages that need specific scanner contrast adjustment. OCR - does not include any clean-up; no accuracy levels are guaranteed.</i>
B	Document unitization is based upon smallest physical fastener. Only physical fasteners are taken into consideration, no reading of documents to determine "logical" document breaks.
C	Document unitization is based upon physical fastener and contents of document. Document content is consulted to determine "logical" breaks and master/attachment information; IED and client are responsible for making a clear definition prior to project start; IED reserves the right to resubmit pricing based on defined methodology.
D	Electronic Bates Numbering of images scanned by IED or made available to IED in a format exactly as specified.
E	OCR - does not include any clean-up; no accuracy levels are guaranteed.

Pricing Notes (referenced to line numbers above):

F	Price is for each unpacked GB. For example, 2 GB of compressed ZIP files can be unpacked to 5 GB of actual files to be processed. Conversely, because Outlook PST files often don't shrink when messages are removed, 5 GB of Outlook PST files could be unpacked to 3 GB of actual files to be processed. IED will bill based on the volume of files after unpacking.
G	EDD - file formats currently convertible include: DOC (Microsoft Word or WordPad document), DOT (Microsoft Word template), HTM (Hypertext Markup Language, or HTML file), RTF (Rich Text Format), TXT (Text file), WPD (WordPerfect document), WLS (602Pro PC Suite spreadsheet), XLS (Microsoft Excel spreadsheet), XLW (Microsoft Excel workbook), XLT (Microsoft Excel template), PPS (Microsoft PowerPoint slide show), PPT (Microsoft PowerPoint presentation), AWD (FaxView document image), BMP (Windows or OS/2 bitmap image), DCX (Multi-page fax image), GIF (Graphical Interchange Format image), JPG (Joint Photographic Experts Group, or JPEG, image), TIFF (Tagged Image File Format), XIF (Scansoft or Pagis image), PDF (Adobe Acrobat Portable Document Format image), PST (Microsoft Outlook personal file folder), MSG (Microsoft e-mail message), NSF (Lotus Notes Storage File). Any files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion.
H	Includes source media tracking inventory and tracking, creation of TIFF images, extraction of text and metadata, provision of informative placeholders for files which cannot be processed, auto-population of coded document information from metadata (where appropriate) and auto-population of inventory and source information.
I	Other names mentioned or keywords - IED reserves the right to resubmit pricing based on a review of each new document collection.
J	Includes scan of native files for match terms and highlighting of matched terms to document reviewers. File types that can contain image-only files (e.g., PDF, TIFF, BMP, JPEG, etc.) are passed through as files with "matches" to ensure that those files will be reviewed for relevancy.
K	Based upon agreed-upon scope with counsel. The more relevancy decisions the reviewer has to make, the greater the scope and the higher the price for review services. Assumes simple determination of relevancy at a document or attachment range level. Relevancy determination at a greater level is included in issue coding.
L	Based upon agreed-upon scope with counsel. The more relevancy decisions the reviewer has to make, the greater the scope and the higher the price for review services. Assumes no more than 4 types of privilege being determined. Additional privilege determinations are included in issue coding.
M	All pages including document separators are charged at per page price and documents are delivered with document separators in place. Pricing does not include document reassembly with fasteners of any kind or any change to Bates numbering as stored in the image. Pricing does not include shipping.
N	Pricing does not include CD mastering, shipping, or any change to Bates numbering as stored in the image.
O	Encompasses any production that includes native files, such as native file only productions and productions with both native files and images. Pricing does not include CD mastering or shipping.
P	Pricing assumes that images, OCR text files and delimited index data are all provided in a format meeting exact written specifications from IED. If data is not provided in the required format, IED will contact the client and request approval to charge consulting fees on an hourly basis to convert the data appropriately.
Q	Monthly hosting on InfoDox - hosting fees are based on named users and cumulative pages hosted for all case databases owned/controlled by the billed client entity. For example: A law firm has two separate cases hosted on InfoDox, one with 1 gigabyte (GB), and one with 3 gigabytes (GB). There are a total of 30 named users at the firm, 10 using only one of the two cases and 20 using both cases. The monthly flat fee would cover all firm usage of InfoDox in this example since the cumulative gigabyte count hosted is 4 GB and there are only 30 named users (each user can have access to multiple databases without counting more than once).

LABOR CATEGORY DESCRIPTIONS

Senior Director
Minimum/General Experience: Independent, and self-motivated with strong leadership skills. Experience with human resources, accounting, purchasing, facilities, and marketing a plus.
Minimum Education: Bachelor's degree in business, technical (computer science, management information systems or engineering) or related field with 7-10 years advanced experience in field.
Functional Responsibility: Overall responsibility for appointed departments including ultimate responsibility for all staff involved and all business decisions connected with departments; direct the work employees; plan, direct and coordinate activities of departments to ensure goals or objectives are accomplished; formulate and establish organizational policies for company; analyze, evaluate and present information concerning business situations, production capabilities, research and development, marketing/economic trends and technological situations; conduct management meetings to establish, delineate and review department policies, coordinate functions and operations and establish responsibilities and procedures for attaining department objectives; review departments' workload, schedules, personnel assignments, status of on-going work, projects, and available personnel to plan department activities; assist with executive business decisions; create, direct and manage overall focus of the company.
Director
Minimum/General Experience: Independent and self-motivated with strong leadership skills; experience with human resources, accounting, purchasing, facilities, and marketing a plus.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), or related field with 4-6 years advanced experience in field.
Functional Responsibility: Overall responsibility for appointed departments including ultimate responsibility for all staff involved and all business decisions connected with departments; direct the work employees; report directly to Executive Management or designee; plan, direct and coordinate activities of departments to ensure goals and objectives are accomplished; formulate and establish organizational policies for company; analyze, evaluate and presents information to Executive Management concerning factors, such as business situations, production capabilities, research and development, marketing/economic trends and technological situations; conduct management meetings to establish, delineate and review department policies, coordinate functions and operations and establish responsibilities and procedures for attaining department objectives; review departments' workload, schedules, personnel assignments, status of on-going work, projects, and available personnel to plan department activities.
Project Manager II
Minimum/General Experience: Demonstrated ability to provide leadership. Supervisory experience preferred; familiarity with standard software development and tools; experience with current leading databases.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), legal administration or related field with two years experience; OR 4-8 years background, training and experience in project management, litigation, legal services, or technical management.
Functional Responsibility: Perform office work related to the management operations; exercise discretion and independent judgment; manage multiple parallel projects using formal project planning techniques; responsible to the client for performance in accordance with contracted specifications; responsible to company for performance in accordance with budget; direct work of all resources assigned to project; plan, direct and coordinate the management of projects; lead design sessions with the client and review the sessions with the departments involved with the project, including management; review and assist in writing project proposals; document requirements, oversee project plans and implement change control procedures; provide a proactive and positive interface between the client and the company; ensure services are developed, implemented and maintained in the manner and timeframe specified by the client; duties also include: On-site management of employees; ensuring compliance with company reporting requirements and policies; monitoring contract requirements; liaison with other contractors involved in project.; other duties as directed/assigned.

Project Manager I
Minimum/General Experience: Demonstrated ability to provide leadership; familiarity with standard software development and tools; experience with current leading databases.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), legal administration or related field with at least six months relevant experience; OR 2-4 years background, training and experience in project management, litigation, legal services, or technical management.
Functional Responsibility: Perform office work related to the management operations; exercise discretion and independent judgment; manage project(s) using formal project planning techniques; responsible to the client for performance in accordance with contracted specifications; responsible to company for performance in accordance with budget; direct work of resources assigned to project; plan, direct and coordinate the management of projects; lead design sessions and review the sessions with the departments involved with the project, including management; review and assist in writing project proposals; document requirements, oversee project plans and implement change control procedures; provide a proactive and positive interface between the client and the company; ensure services are developed, implemented and maintained in the manner and timeframe specified by the client; duties also include: On-site management of employees; ensuring compliance with company reporting requirements and policies; monitoring contract requirements; liaison with other contractors involved in project; other duties as directed/assigned.

Account Manager
Minimum/General Experience: Two or more year's proven track record of managing complex client relationships, consistently exceeding objectives. Independent, self-motivated, with strong drive to succeed.
Minimum Education: Bachelor's degree, relevant advanced degree (business, law, information technology) a plus
Functional Responsibility: Make sales; Regularly engage in presentations, negotiation and demos at client sites; Plan individualized complex sales strategies for individual target accounts; Identify and qualify individual contacts within targeted accounts; Make presentations to small and large groups with diverse expertise (business, legal, and technical) with little to no direction/guidance; Oversee and maintain multiple relationships with assigned accounts, exceeding clients' expectations; Prepare proposals, conduct negotiations, coordinate complex decision-making process, and overcome objections to closure; Identify revenue opportunities within assigned accounts through communications, programs, and other activities as needed; Understand and effectively communicate with all diverse prospects about Company, clients' businesses, and our solutions; Manage complex sales processes for effective responses to clients' diverse needs; Collaborate with marketing.

Assistant Project Manager
Minimum/General Experience: Demonstrated ability to provide leadership; familiarity with standard software development and tools; experience with current leading databases.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), legal administration or related field; OR one year background and training in project management, information systems, litigation or legal services
Functional Responsibility: Perform office work related to the management operations; exercise discretion and independent judgment; provide a proactive and positive interface between the client and the company; assist with assigned projects and/or responsible definable tasks within a project; work directly with members of other departments to ensure that services are developed, implemented, and maintained in the manner specified by the client; review and assist in writing project proposals; assist with documentation of the project; assist the Project Manager with documenting and maintaining the project timelines and milestones; assist Project Manager with: On-site management of employees; ensuring compliance with company reporting requirements and policies; monitoring contract requirements; liaison with other contractors involved in project; other duties as directed/assigned.

Department Manager II
Minimum/General Experience: Experience with human resources, accounting, purchasing, facilities, marketing or travel; independent self-motivated with strong leadership skills.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), legal administration or related field with 2-4 years experience; OR background, training and experience in departmental field (experience should include a minimum of four years in a supervisory position in respective field).
Functional Responsibility: Manage designated department and direct the work of two or more employees. Responsibilities may include directing a supervisor or manager; initiate employee hire, promotion, discharge and/or transfer; report directly to Director or designee; exercise initiative and independent judgment in all areas, including security sensitive issues; direct and coordinate department activities; review and analyze reports, records, and directives and confer with supervisors to obtain data required for planning department activities, such as: new commitments, status of work in progress and problems encountered; assign or delegate responsibilities for specified work or functional activities and disseminates policies; give work directions, resolve problems, prepare schedules and set deadlines to ensure timely completion of work; coordinate activities of the department with related activities of other departments to ensure company efficiency and fiscal responsibility; monitor and analyze costs and prepare budgets; prepare reports and records about department activities for management; evaluate, develop and implement improved procedures and practices for the department and company as a whole.

Department Manager I
Minimum/General Experience: Experience with human resources, accounting, purchasing, facilities, marketing or travel; independent, self-motivated with a proven ability to lead.
Minimum Education: Bachelor's Degree in business, technical (computer science, management information systems or engineering), legal administration or related field; OR background, training and experience in departmental field which should include 2-4 years proven leadership in respective field
Functional Responsibility: Manage designated department and direct the work of two or more employees. Initiate employee hire, promotion, discharge and/or transfer; exercise initiative and independent judgment; direct and coordinate department activities; review and analyze reports, records, and directives and confer with supervisors to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered; assign or delegate responsibilities for specified work or functional activities and disseminates policies; give work directions, resolves problems, prepare schedules and set deadlines to ensure timely completion of work; coordinate activities of department with related activities of other departments to ensure company efficiency and fiscal responsibility; monitor and analyze costs and prepares budgets; prepare reports and records for management; evaluate, develop and implement improved procedures and practices for the department and company.

Department Supervisor II
Minimum/General Experience: Three years administrative support experience; demonstrated ability to provide work leadership; experience with human resources, accounting, purchasing, facilities, marketing or travel; proficient in word processing and spreadsheets.
Minimum Education: Associate's Degree or equivalent experience
Functional Responsibility: Perform office work related to the management operations; exercise initiative, discretion, and independent judgment; supervisor of appointed department including initiating employee hires, promotions, discharges and/or transfers; work directly with Department Manager on data required for planning department activities, such as new commitments, status of work in progress and problems encountered; give work directions, resolve problems, prepare schedules and set deadlines to ensure timely completion of work; study methods to improve workflow and simplify reporting procedures; prepare reports and make recommendations for solution of administrative problems to Department Manager; review and respond to correspondence.

Department Associate II / Word Processor II (01612)*

Functional Responsibility: This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

Department Associate I / Word Processor I (01611)*

Functional Responsibility: This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

Legal Associate IV

Minimum/General Experience: Familiarization with traditional and automated research techniques such as Westlaw, LEXIS, CyberFeds and other Electronic Legal Research tools. If supervising others, a demonstrated ability to provide work leadership with at least 2-4 years supervisory experience.

Minimum Education: Juris Doctor degree with eight years legal experience; OR Bachelor's Degree in law related studies with 14 years legal experience (experience can substitute on year for year basis with the degree requirement).

Functional Responsibility: Exercise discretion and judgment using advanced knowledge in field; may be called upon to manage multiple tasks or cases. Responsible for mentoring and guiding other team members. May supervise other Legal Associates and perform subsequent HR duties which include:

- Direct and coordinate activities of department.
- Give work direction, resolve problems, prepare schedules and set deadlines to ensure timely completion of work.
- Initiate employee hire, promotion, discharge or transfer.
- Evaluate job performance of subordinates and recommends appropriate personnel action.
- Assign or delegate responsibilities for specified work or activities and disseminates policies.

Research and analyze law sources such as statutes, recorded judicial decisions, legal articles, and legal codes to prepare legal documents (such as briefs, motions, pleadings, etc.) for review, approval and use by attorneys; provide direct pre-trial and trial support including deposition preparations, witness interviews, argument books, and theme books; create processes and procedures for conducting privilege and relevance reviews including quality checks; use and assist staff with available databases and technology to research histories, witness information, ascertain validity of plaintiff's claims and prepare defense; draft and review attorney correspondence; advise and consult with clients on knowledge of case/project and documents/data including presenting and summarizing cases; analyze probable outcomes applying knowledge of legal precedents and consult with clients regarding analysis; assist other Legal Associates in interpreting Rules of Civil Procedure; maintain ultimate responsibility for assigned projects or plaintiffs in cases; provide in-depth analysis of claims of individual plaintiffs; review and analyze depositions, files, deposition exhibits, responses to interrogatories and other documents; interpret and apply case law to draft motions for summary judgment, compile evidence, draft questions to clarify claims to be utilized in depositions and use available databases to research histories, witness information, deposition testimony, etc.; collect, catalog, and index documents for trial preparations; oversee tasking for direct pre-trial and trial support including deposition preparations and witness interviews; aid in research by Trial Prep Team by providing case law and precedent background for plaintiff issues; compile information for depositions and anecdotal notebooks for numerous plaintiffs; create and implement Quality Control policies and procedures; monitor and analyze costs and prepare budgets for assigned projects.

Legal Associate III
Minimum/General Experience: Familiarization with traditional and automated research techniques such as Westlaw, LEXIS, CyberFeds and other Electronic Legal Research tools; if supervising others, a demonstrated ability to provide work leadership.
Minimum Education: Juris Doctor degree with five years legal experience; OR Bachelor's Degree in law related studies with 10 years legal experience (experience can substitute on a year for year basis with the degree requirement).
Functional Responsibility: Exercise discretion and judgment using advanced knowledge in field to make daily decisions on tasks; prepare legal documents such as briefs, motions, memos, verifications, etc.; perform legal research using traditional and automated methods; provide deposition and interview support including logistical support, coordination of witnesses, prepare notebooks, scripts, summaries and meeting notes, track data, and provide status updates; organize document collections including triage, collection, inventory, and control of chain of custody; research issues and claims; gather required factual and legal documentation; conduct privilege and relevance reviews; prepare chronologies, lists, and timelines of factual and documentary data; prepare and track deposition and trial exhibits; draft attorney correspondence and prepare for signature; advise and consult with clients on knowledge of case, tasks, documents, and data including presentation of information; analyze probable outcomes applying knowledge of legal precedents and consult with clients regarding analysis; may act as a team lead on tasks, cases or projects; create, review and report metrics, analyze and report on issues related to the task; implement and maintain Quality Control measures; review the work of others for accuracy; assist other Legal Associates to brainstorm about tasks, such as suggesting alternate avenues of research, and additional locations to find information; maintain ultimate responsibility for assigned projects or tasks; provide in-depth analysis of claims of individual plaintiffs; review and analyze depositions, files, deposition exhibits, responses to interrogatories and other documents; interpret and apply case law to draft motions for summary judgment, compile evidence, draft questions to clarify claims to be utilized in depositions and use available databases to research histories, witness information, deposition testimony, etc.; oversee tasking; create processes and procedures for basic and intermediate tasking; create and implement Quality Control policies and procedures; spec out tasks to determine resource needs and timeline of events; consult with clients, project managers and resource managers to advise of issues, create processes, trouble shoot problems; may act as a team lead or supervisor on projects including planning activities, such as new commitments, status of work in progress and problems encountered; give work direction, resolve problems, prepare schedules and sets deadlines to ensure timely completion of work; may initiate employee hire, promotion, discharge or transfer; may evaluate job performance of subordinates and recommend appropriate personnel action.

Legal Associate II
Minimum/General Experience: Familiarization with traditional and automated research techniques such as Westlaw, LEXIS, CyberFeds and other Electronic Legal Research tools
Minimum Education: Juris Doctor degree with two years legal experience; OR Bachelor's Degree in law related studies with eight years legal experience (experience can substitute on a year for year basis with the degree requirement).
Functional Responsibility: Exercise discretion and judgment using advanced knowledge in field to make daily decisions on tasks; prepare legal documents such as briefs, motions, memos, verifications, etc.; perform legal research using traditional and automated methods; provide deposition and interview support including logistical support, coordination of witnesses, prepare notebooks, scripts, summaries and meeting notes, track data, and provide status updates; organize document collections including triage, collection, inventory, and control of chain of custody; research issues and claims; gather required factual and legal documentation; conduct privilege and relevance reviews; prepare chronologies, lists, and timelines of factual and documentary data; prepare and track deposition and trial exhibits; draft attorney correspondence and prepare for signature; advise and consult with clients on knowledge of case, tasks, documents, and data including presentation of information; analyze probable outcomes applying knowledge of legal precedents and consult with clients regarding analysis; may act as a team lead on tasks, cases or projects, this may require the drafting or procedures, create, review and report metrics, analyze and report on issues related to the task; implement and maintain Quality Control measures; review the work of others for accuracy.

Legal Associate I
Minimum/General Experience: Familiarization with traditional and automated research techniques such as Westlaw, LEXIS, CyberFeds and other Electronic Legal Research tools
Minimum Education: Juris Doctor degree; OR Bachelor's Degree in law related studies with six years legal experience (experience can substitute on a year for year basis with the degree requirement).
Functional Responsibility: Exercise discretion and judgment using knowledge in field to make daily decisions on tasks; prepare legal documents such as briefs, motions, memos, verifications, etc.; perform legal research using traditional and automated methods; provide deposition and interview support including logistical support, coordination of witnesses, prepare notebooks, scripts, summaries and meeting notes, track data, and provide status updates; organize document collections including triage, collection, inventory, and control of chain of custody; research issues and claims; gather required factual and legal documentation; conduct privilege and relevance reviews; prepare chronologies, lists, and timelines of factual and documentary data; prepare and track deposition and trial exhibits; draft attorney correspondence and prepare for signature; consult with team members on knowledge of case, tasks, documents, and data; analyze probable outcomes applying knowledge of legal precedents and consult with team members regarding analysis.

Investigator
Minimum/General Experience: Private Investigator License in the state where the majority of work will be performed and three years of investigative experience, or four years of education/ training at a certified institution and experience as an investigator with years of education and investigative experience being substitutable
Minimum Education: Four years of education/training at a certified institution
Functional Responsibility: Individual shall provide investigative support as required to support numerous complex litigation support operations. Such support may include interview of witnesses.

Programmer IV
Minimum/General Experience: At least five years experience with full life cycle software development. Demonstrated ability to provide work leadership.
Minimum Education: Bachelor's Degree in computer science or related field; or equivalent experience in computer programming and database management. Certification preferred.
<p>Functional Responsibility: Responsible for mentoring and guiding other team members. May supervise other Programmers and perform subsequent HR duties which include:</p> <ul style="list-style-type: none"> • Direct and coordinate activities of department; give work direction, resolve problems, prepare schedules and set deadlines to ensure timely completion of work. • Initiate employee hire, promotion, discharge or transfer. • Evaluate job performance of subordinates and recommends appropriate personnel action. • Assign or delegate responsibilities for specified work and disseminate policies. <p>Responsible for the full life cycle of software development/enterprise level databases from inception to implementation including testing and guidance for technical documentation; recommend changes in procedures to affect savings in time, labor and other costs; work on data required for planning department activities, such as new commitments, status of work in progress and problems encountered; exercise initiative and independent judgment in all security sensitive issues; implement Quality Control policies and procedures including quality checks on others work; perform as well as supervises complex duties related to computer programming and systems administration; analyze, review and rewrite programs to increase operating efficiency or to adapt program to new requirements; compile and writes documentation of program development and subsequent revisions; coordinates work of others to write, test and modify computer programs; perform complex duties related to computer programming and systems administration; direct and supervise the collection, maintenance, reporting and publication of data while exercising initiative and independent judgment in security sensitive issues; supervise and train operations staff and customers in programming applications; convert data from project specifications and statements of problems and procedures to create or modify computer programs. Prepare detailed workflow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output and logical operations involved; analyze workflow chart and diagram, applying knowledge of computer capabilities, subject matter and symbolic logic; confer with representatives of departments concerned with program to resolve questions of program intent, data input, output requirements and inclusion of internal checks and controls; convert detailed logical flow chart to language processable by computer; analyze, review and rewrite programs to increase operating efficiency or to adapt program to new requirements; compile and write documentation of program development and subsequent revisions.</p>

Programmer III
Minimum/General Experience: At least three years experience with full life cycle software development. Experience with current Microsoft technologies and leading industry databases. Ability to work independently and within a group.
Minimum Education: Bachelor's Degree in computer science or related field; or experience in computer programming and database management. Certification preferred.
Functional Responsibility: Understand and apply broad scope of technologies; sole responsibility for the design and development of an application or database, and its success or failure; consult with users to determine software or system functional specifications; proactively learn and utilize new technologies, concepts and procedures as appropriate to project requirements; work on multiple projects at one time and be results-oriented; understand networking infrastructure and the programming impact on the networking infrastructure; design and construct multiple databases/applications across several projects; design, develop, document, analyze, test, and/or modify computer systems and/or programs based on user or system design specifications; direct and supervise the collection, maintenance, reporting and publication of data while exercising initiative and independent judgment in security sensitive issues; supervise and train operations staff in programming applications and databases; convert data from project specifications and statements of problems and procedures to create or modify computer programs. Prepare detailed workflow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output and logical operations involved; analyze workflow chart and diagram, applying knowledge of computer capabilities, subject matter and symbolic logic; confer with representatives of departments concerned with program to resolve questions of program intent, data input, output requirements and inclusion of internal checks and controls; convert detailed logical flow chart to language processable by computer; analyze, review and rewrite programs to increase operating efficiency or to adapt program to new requirements; compile and write documentation of program development and subsequent revisions; coordinate work of others to write, test and modify computer programs; responsible for mentoring and guiding other team members.

Programmer II
Minimum/General Experience: Two years experience with application modeling and design, developing and maintenance of large scale relational databases. Ability to work independently and in a group.
Minimum Education: Bachelor's Degree in computer science, or related field; or experience in computer programming and database management.
Functional Responsibility: Responsible for complete development of portions of an application or database; understand advanced programming languages e.g. current Microsoft technologies; work in a structured environment following set company procedures; consult with users to determine software or system functional specifications; design, develop, document, analyze, test, and/or modify computer systems and/or programs based on user or system design specifications; perform complex duties related to computer programming and systems administration; convert data from project specifications and statements of problems and procedures to create or modify computer programs. Prepare detailed workflow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output and logical operations involved; analyze workflow chart and diagram, applying knowledge of computer capabilities, subject matter and symbolic logic; convert detailed logical flow chart to language processable by computer; analyze, review and rewrite programs to increase operating efficiency or to adapt program to new requirements; compile and write documentation of program development and subsequent revisions; coordinate work of others to write, test and modify computer programs; assist with the design and maintenance of large scale enterprise level databases; understand the impact of database changes and make recommendations as appropriate; work with project managers and other team members to design appropriate application and/or database solutions; data and file manipulation e.g. regular expression and queries; work with clients and other team members on application modeling and design.

Programmer I
Minimum/General Experience: Experience with application modeling and design, developing and maintenance of large scale relational databases. Ability to work independently and in a group.
Minimum Education: Bachelor's Degree in computer science, or related field; or experience in computer programming and database management.
Functional Responsibility: Responsible for development of portions of an application or database; understand programming languages e.g. current Microsoft technologies; work in a structured environment following set company procedures; consult with users to determine software or system functional specifications; design, develop, document, analyze, test, and/or modify computer systems and/or programs based on user or system design specifications; perform basic duties related to computer programming and systems administration; convert data from project specifications and statements of problems and procedures to create or modify computer programs. Prepare workflow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output and logical operations involved; analyze workflow chart and diagram, applying knowledge of computer capabilities, subject matter and symbolic logic; convert detailed logical flow chart to language processable by computer; analyze, review and rewrite programs to increase operating efficiency or to adapt program to new requirements; compile and write documentation of program development and subsequent revisions; work to write, test and modify computer programs; assist with the design and maintenance of large scale enterprise level databases; understand the impact of database changes and make recommendations as appropriate; work with project managers and other team members to design appropriate application and/or database solutions; data and file manipulation e.g. regular expression and queries; work with team members on application modeling and design.

Systems Analyst IV
Minimum/General Experience: At least seven years experience in systems design, implementation and administration. Demonstrated ability to provide work leadership.
Minimum Education: Bachelor's Degree in Computer Science or related field and/or seven years experience in systems design, implementation and administration. Certifications or memberships which reflect the current technologies.
<p>Functional Responsibility: Responsible for mentoring and guiding other team members. May supervise other System Analysts/Programmers and perform subsequent HR duties including:</p> <ul style="list-style-type: none"> • Direct and coordinate activities of department. • Give work direction, resolve problems, prepare schedules and set deadlines to ensure timely completion of work. • Initiate employee hire, promotion, discharge or transfer. • Evaluate job performance of subordinates and recommends appropriate personal action. • Assign or delegate responsibilities for specified work or activities and disseminates policies. <p>Serve as a technical authority for a design area; identify problems and specific issues in an assigned area and prepare overall project recommendations, including feasible advancements in technology; consult with users to determine hardware, software and/or system functional specifications; perform complex duties related to systems administration; direct and supervise the collection, maintenance, reporting and publication of data while exercising initiative and independent judgment in security sensitive issues; supervise and train operations staff in systems administration; analyze client/user requirements, procedures and problems to improve existing computer systems. Confer with department representatives involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized and formats for reports; write detailed description of client/user needs, program functions and steps required to develop or modify computer program; review computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system; study existing information processing systems to evaluate effectiveness and develop new systems to improve production or workflow as required; conduct studies pertaining to development of new information systems to meet current and projected needs; plan and prepare technical reports, memos and instructional manuals as documentation of program development; upgrade system and correct errors to maintain system after implementation; implement Quality Control policies and procedures; recommend changes in procedures to affect savings in time, labor and other costs; review and analyze reports, records, and directives and confer with supervisors to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered; coordinate activities of department with related activities of other departments to ensure efficiency and economy; monitor and analyze costs and prepare budgets; prepare reports and record department activities for management.</p>

Systems Analyst III

Minimum/General Experience: At least five years experience in systems design, implementation and administration.

Minimum Education: Bachelor's Degree in Computer Science or related field and/or five years experience in systems design, implementation and administration. Certifications or memberships which reflect the current technologies.

Functional Responsibility: Work with multi-user systems and complex one-user systems; produce innovative solutions for complex problems and advise on alternatives and the implications of new or revised data processing systems; analyze user project proposals, identify omissions and errors in requirements and conduct feasibility studies. Recommend optimum approach and develop system design for approved projects; manage and coordinate the deployment, development and expansion of client server technologies; coordinate inter-departmental personnel activities to ensure effective deployment of technologies; function as technical resource for departmental and company wide IT solutions; consult with users to determine hardware, software and/or system functional specifications; perform complex duties related to systems administration; direct and supervise collection, maintenance, reporting and publication of data while exercising initiative and independent judgment in security sensitive issues; supervise and train operations staff in systems administration; analyze client/user requirements, procedures and problems to improve existing computer systems. Confer with department representatives involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized and formats for reports; write detailed description of client/user needs, program functions and steps required to develop or modify computer program; review computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system; study existing information processing systems to evaluate effectiveness and develop new systems to improve production or workflow as required; conduct studies pertaining to development of new information systems to meet current and projected needs; plan and prepare technical reports, memos and instructional manuals as documentation of program development; upgrade system and correct errors to maintain system after implementation; prepare time and cost estimates for completing projects. Coordinate work of others to develop, test, install and modify programs.

Systems Analyst II

Minimum/General Experience: At least three years experience in systems design, implementation and administration. Some experience in writing computer code according to design specifications and standards.

Minimum Education: Bachelor's Degree in Computer Science or related field and/or three years experience in systems design, implementation and administration.

Functional Responsibility: Recognize interactions of related computer systems and predict impact of a change in assigned system; responsible for mentoring and guiding other team members; consult with users to determine hardware, software and/or system functional specifications; perform complex duties related to systems administration; direct and supervise the collection, maintenance, reporting and publication of data while exercising initiative and independent judgment in security sensitive issues; supervise and train operations staff in systems administration; analyze client/user requirements, procedures and problems to improve existing computer systems. Confer with department representatives involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized and formats for reports; write detailed description of client/user needs, program functions and steps required to develop or modify computer program. Review computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system; study existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required; conduct studies pertaining to development of new information systems to meet current and projected needs; plan and prepare technical reports, memos and instructional manuals as documentation of program development; upgrade system and correct errors to maintain system after implementation; prepare time and cost estimates for completing projects; coordinate work of others to develop, test, install and modify programs.

Systems Analyst I

Minimum/General Experience: At least one year experience in systems design, implementation and administration. Some experience in writing computer code according to design specifications and standards.

Minimum Education: Bachelor's Degree in Computer Science or related field and/or one year experience in systems design, implementation and administration.

Functional Responsibility: Recognize interactions of related computer systems and predict impact of a change in assigned system; consult with users to determine hardware, software and/or system functional specifications; perform basic duties related to systems administration; analyze client/user requirements, procedures and problems to improve existing computer systems. Confer with department representatives involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized and formats for reports; write description of client/user needs, program functions and steps required to develop or modify computer program. Review computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system; study existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required; conduct studies pertaining to development of new information systems to meet current and projected needs; plan and prepare technical reports, memos and instructional manuals as documentation of program development; upgrade system and correct errors to maintain system after implementation; work to develop, test, install and modify programs.

Document Custodian / Media Specialist I (13061)*

Functional Responsibility: The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

Data Processing Supervisor II

Minimum/General Experience: Ability to meet the physical demands of the position which may require the ability to lift up to 45 lbs, bend, stoop and stretch as required.

Minimum Education: Three years training and/or experience in document scanning, objective document coding and/or subjective document coding with a demonstrated ability to provide work leadership; OR Associates degree in legal administration or information sciences and 1 year experience supervising document scanning and coding.

Functional Responsibility: Manage designated department and direct the work of two or more employees. Initiate employee hire, promotion, discharge and/or transfer; exercise initiative and independent judgment; direct and coordinate department activities; review and analyze reports, records, and directives and confer with supervisors to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered; assign or delegate responsibilities for specified work or functional activities and disseminates policies; give work directions, resolves problems, prepare schedules and set deadlines to ensure timely completion of work; coordinate activities of department with related activities of other departments to ensure company efficiency and fiscal responsibility; prepare reports and records about department activities for management; evaluate, develop and implement improved procedures and practices for the department and company as a whole; ensure production quality and quantity are met in accordance with company timelines; recommend changes in procedures to affect savings in time, labor and other costs; implement Quality Control policies and procedures, and complete quality control checks on all documents; monitor and analyze costs and prepare budgets.

Data Processing Supervisor I

Minimum/General Experience: Ability to meet the physical demands of the position which may require the ability to lift up to 45 lbs, bend, stoop and stretch as required.

Minimum Education: One year training and/or experience in document scanning, objective document coding and/or subjective document coding, with a demonstrated ability to provide work leadership; OR Associates degree in legal administration, information sciences, or related field.

Functional Responsibility: Promote efficient and timely completion of all department workflow.

Exercise initiative, discretion, and independent judgment; work directly with Department Manager on data required for planning department activities, such as new commitments, status of work in progress, and problems encountered; give work directions, resolve problems, prepare schedules and set deadlines to ensure timely completion of work; study methods to improve workflow and simplify reporting procedures; maintain all assigned coding, scanning, and quality control duties as well as any special projects assigned by the Department Manager; training of all new personnel; maintenance of quality control standards for all work which passes through the department; utilize and maintains all processes – scanning/OCR processing, Bates Label production, coding, EDD processing, and clean up issues; evaluate job performance of subordinates and recommends appropriate personnel action including: initiating employee hires, promotions, discharges and/or transfers; recommend changes in procedures to affect savings in time, labor and other costs.

Data Processing Technician II / General Clerk II (01112)*

Functional Responsibility: This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Data Processing Technician I / General Clerk I (01111)*

Functional Responsibility: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone / voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.